

JusticeCorps Fellow (AmeriCorps Member)

JusticeCorps Graduate Fellow (1700-hour) Position Description

JusticeCorps is a collaborative project of the Judicial Council of California; the Superior Courts of California, legal aid partners, and public and private universities. The program's purpose is to provide assistance to "self-represented litigants"—people who have legal matters to adjudicate, but are not represented by an attorney. Self-represented litigants face many obstacles in their attempts to resolve important legal matters, including a lack of familiarity with legal terms and mandatory forms and an inability to follow or fully comprehend court proceedings or orders given in court. Inability to resolve legal matters jeopardizes litigants' ability to secure safe, affordable housing, to overcome barriers to employment, to obtain guardianships, or to avoid domestic violence and elder abuse.

JusticeCorps Fellows will be trained to provide legal information to self-represented litigants to assist them with resolving important legal matters such as those described above. Fellows will either be placed in a Self-Help Legal Access Centers, or a Family Law Facilitators Office and work on small claims, housing law, and family law issues. Service will consist primarily of one-on-one interaction with litigants and will include other duties as assigned. Direct service will comprise at least 80% of a Fellow's service. JusticeCorps Fellows assist litigants by helping them prepare court paperwork, by making referrals, or through assistance via computers. Members will receive training in a variety of areas to support and enhance the member's service to the public as well as training that will support the members' individual development.

JusticeCorps Fellow minimum qualifications

- 17 years or older, U.S. citizen, U.S. national or lawful permanent resident of the United States with a high school diploma/GED;
- BA/BS Degree
- Commitment to community service and ability to provide continuous service for the **entire 12-month program year**;
- Ability to learn and to attend all JusticeCorps trainings;
- Experience and/or interest in working on problems in our community;
- Willingness to be an active team Member and ability to work in a diverse team;
- Members must pass local background check and an FBI and Department of Justice LiveScan fingerprinting;
- Members must be able to provide their own transportation to the service location and trainings; and
- Members must have access to personal email and check email regularly (a minimum of three times a week).

JusticeCorps essential skills

- Ability to apply information learned in training sessions;
- Possession of strong verbal communication skills;

- Good organizational skills and ability to follow through with assigned tasks;
- Ability to interact professionally with litigants, peers, court staff, and supervisors; and,
- Ability to work effectively in a multi-cultural and stressful environment.

JusticeCorps Fellowsssssss position description

While the exact duties of each JusticeCorps Fellow will vary depending upon placement, the following provides a general description of member duties:

- Provide legal information to litigants regarding family law, housing, small claims issues, and/or guardianship matters;
- Mentor and coordinate a cohort of 300-hour JusticeCorps “Student” members, in a completely non-supervisory role. Fellows may assist with scheduling 300-hour members; will work alongside Student members performing direct service to serve as a model and to provide on the spot assistance; and provide guidance and support to members, including reflection exercises, building a sense of esprit de corps and fostering general team cohesion among members.
- Assist in assigning litigants to one-on-one help, telephone assistance, scheduled workshops, and refer litigants to a paralegal, lawyer or outside resources/services;
- Assist litigants in completion of family law, housing law, small claims and other pending legal forms (in hard copy or on computer terminals);
- Assist litigants in telephone inquiries and written correspondence, such as requests of information/assistance from incarcerated individuals;
- Assist in observation of litigants in court hearings (including note taking and drafting of written orders under attorney supervision) following-up after judicial orders have been issued;
- Lead and/or assist in workshops facilitated by attorneys, paralegals, and other site staff;
- Create informational brochures for JusticeCorps service sites (e.g., bilingual brochures/flyers); and,
- Assist in enhancing volunteer recruitment and training for JusticeCorps service sites.

In addition to the responsibilities described above, under supervision of the JusticeCorps Program Director, JusticeCorps Fellows may also be responsible for: identifying, developing, coordinating and monitoring volunteer projects and programs that involve justice system partners, universities, community groups and/or public and private companies in public service projects; identifying volunteers in the community and placing them in short or long term opportunities within the courts and with court partners undertaking projects that support access to justice; and, will perform related work as required.

The position of JusticeCorps Graduate Fellow is a full-time, 1,700-hour AmeriCorps member position. This full-time JusticeCorps member will also serve alongside their fellow (part-time) JusticeCorps members who are recruited in the same academic year to serve a minimum 300 hours in self-help legal access centers and participating in related training.

The position is supported by an AmeriCorps stipend/living allowance of \$27,000 and requires a commitment of 1,700 hours service over a 12-month period of time. This is a limited-term, grant-funded project position that will end at the completion of the requisite service hours. Per AmeriCorps requirements, JusticeCorps Fellows will have the opportunity to receive health insurance coverage, childcare benefits, and loan forbearance as appropriate, but will not be eligible to participate in the Superior Court's retirement system or receive other benefits.

All of the above duties and responsibilities are essential position functions subject to reasonable modification. All position requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other position-related instructions as requested by their supervisor, subject to reasonable modification.

